



Housatonic Community College

Assistant Director of Student Activities/Facilities Scheduler

CCP 16, 12-Month,
Full-Time (35 hours per week)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To:	The Public		
Location:	Housatonic Community College, Bridgeport, CT		
Annual Salary:	\$53,774.00 approximate annual salary with full benefits package.		
Closing Date:	Application materials must be RECEIVED on or before JULY 22, 2016 .		
Substitution Allowed:	Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.		
Anticipated Start Date:	August/September 2016		
Minimum Qualifications:	<p>Bachelor's Degree in Education or a field related to the position requirements along with at least one year of professional level office administration and/or student affairs experience. The successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:</p> <ul style="list-style-type: none">• Student Affairs and Student Development• Assisting with the operation of a department/division• Planning and scheduling• Effective oral and written communications• Strong information technology literacy skills• Effective performance in a diverse work environment• Student relations and supervision• Strong people skills to work effectively with the general public• Developing and maintaining data bases <p>Must be flexible to work some evenings and weekends.</p>		
Preferred Qualifications:	Experience working in a college environment providing direct services to students and planning and scheduling group functions. Knowledge of, and/or experience, in training on the use of exercise equipment.		
Responsibilities:	This position is responsible for assisting with research, planning, promotion and execution of student activities; assisting with program planning and operation of the Wellness Center; developing facilities utilization plans; scheduling events and facilities; and developing computer-based methods of controlling and scheduling facilities use.		
Application Instructions:	Submit a letter of interest, current resume, and completed (typed) ConnSCU Board of Regents Employment Application * to: Human Resources Department Assistant Director of Student Activities Search Housatonic Community College 900 Lafayette Boulevard Bridgeport, CT 06604, or Apply Online at https://careers.housatonic.edu/		
INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.	NO FAXES PLEASE		

*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Director of Human Resources/Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.